

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110002-3

# REPORTS INVENTORY

CONTROL NO.

DDS/OF-072

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Request for Late and Missing Bank Statements and Related Checks and Documents

2. TYPE OF REPORT

STATISTICAL

X

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

X

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

7

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Quarterly

6. DISTRIBUTION (No. of components not number of copies)

3

7. FORMAT (memorandum, form computer print-out, etc)  
Memorandum

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

X

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Finance Division Operating Procedure #30-350-5

10. PREPARING COMPONENT (include lowest level contributing information to report)

PPS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-9-10	\$ 6.17		3		\$ 18.51		4		\$ 74.04
GS-06	3.86		1		3.86		4		15.44
									\$ 89.48

### B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR									\$ 89.48

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Contained in directive referenced in section 9, above, dated 9 April 1968 and signed by the then Acting Chief, Finance Division.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

23 Sept. 1970

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FORM 11-2

SECRET

(22-36-43)

25X1